

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, December 19, 2013
4:00 p.m.

**NOTE MEETING TO BE HELD AT: The Buffalo & Erie County Public Library
Joseph B. Rounds Conference Room
1 Lafayette Square, Buffalo, NY 14203**

- | | | |
|----|---|--------------------|
| A. | Call of the roll | |
| B. | Approval / Changes to the Agenda | |
| C. | Minutes of the Meeting of November 21, 2013 | ACTION |
| D. | Report of the Chair | INFORMATION |
| | 1. Election of Nominating Committee | ACTION |
| E. | Committee Reports | |
| | 1. Executive Committee | |
| | 2. Budget and Finance Committee | |
| | a. Res. 2013-42 – Adoption of 2014 Budget | ACTION |
| | b. Res. 2013-43 – Implement Contract Library Extensions | ACTION |
| | c. Monthly Financial Report | INFORMATION |
| | d. Res. 2013-44 – Recommend Allocation of Additional
NY State Construction Grant Funds | ACTION |
| | 3. Policy Committee | |
| | a. Res. 2013-45 – Amend Exhibits and Displays Policy | ACTION |
| | b. Res. 2013-46 – Amend Policy for the Loan and External
Exhibition of Rare and Unique Materials | ACTION |
| F. | Report of the Director (sent via e-mail if on file) | INFORMATION |
| G. | Report of Foundation | |
| H. | Public Comment | |
| I. | Unfinished Business | |
| J. | New Business | |
| K. | Adjournment | |

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
November 21, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, November 21, 2013, in the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Theodore K. Johnson, Vice Chair
Elaine M. Panty, Secretary
Frank Gist, Treasurer
Michael Amodeo
Kathleen Berens Bucki
Katie Burd
Teresa Glanowski
Phyllis A. Horton
Sharon M. Kelly
Rhonda Ricks
Sharon A. Thomas
Wayne D. Wisbaum

Chair Jack Connors called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. Agenda approved as mailed.

Agenda Item C – Minutes of the Meeting of October 17, 2013. Minutes were approved unanimously, as mailed, upon motion by Mr. Johnson and a second by Ms. Panty.

Agenda Item D – Report of the Chair. Chair Connors reminded trustees the *Best Sellers Fundraising Party* takes place Friday, November 22nd; to date, 271 tickets have been sold.

Trustee Ricks arrived at approximately 4:05 p.m.

Mr. Connors updated trustees, the county-wide public opinion poll funded by the Library Foundation of Buffalo & Erie County regarding library services and the library district initiative started Monday, November 18th, and should be complete by Friday, November 22nd. In response to a question about the poll by Trustee Burd, Mr. Connors

stated the Library Foundation has the text. Once the poll is complete, the results will be shared.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Johnson read the following report of the Executive Committee who met November 14, 2013.

Present: Executive Committee Chair Jack Connors; Committee members Sheldon Berlow, Ted Johnson, Elaine Panty and Wayne Wisbaum; Library Director Mary Jean Jakubowski; COO Carol Batt; and CFO Kenneth Stone.

Meeting began at 4:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the agenda for the November 21, 2013 Board of Trustees meeting including proposed resolutions.

Discussion took place regarding the Executive Session that would be held to review draft legislation for the special library district with legal counsel during Unfinished Business.

The importance of timing and the distribution of the draft legislation was discussed. Director Jakubowski described mechanisms she plans to use to distribute including, but not limited to, hand delivery, e-mail and U.S. mail. The draft legislation will also be put on the B&ECPL website. Timing of such is to be determined, should there be suggested changes during the November 21st session with Council. Discussion ensued. Director Jakubowski reiterated there are many parties who need to have input – not just elected officials. She will be traveling to Albany to meet with the New York State Education Department – Division of Library Development in early December. The final decision of legislation content will be that of the state (elected officials) sponsors. She expects to be working with them closely in upcoming weeks.

A brief discussion pertaining to the County Executive's 2014 recommended budget was held. Ms. Jakubowski expressed her gratitude of the restorative funding, and capital investment in a new bookmobile and shipping vehicles. Trustee Berlow indicated he also appreciated the County Executive's generosity, however, reiterated the Library continues to receive less than it previously had before the red/green budget situation. Discussion followed.

The Executive Committee meeting adjourned at 4:45 p.m.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director CFO Kenneth Stone introduced the following budget and finance matters.

Agenda Item E.2.a – Authorization for Director to approve Year-End Transfers in Excess of \$5,000. This resolution is used as the Library goes through the year-end closing process as described in Resolution 2013-38. Trustee Thomas moved, Trustee Horton seconded, and approval was unanimous.

RESOLUTION 2013-38

WHEREAS, the 2013 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the E-rate supported accounts towards the end of the fiscal year are too low to accommodate the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers, and in the case of contracting libraries, contract budget amendments, be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications-related expenses and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.2.b – Unanticipated Expenditure Assistance – Lackawanna Public Library. This resolution would authorize a transfer of \$950 to the Lackawanna Public Library to help them address unanticipated expenditures, specifically the cost of providing security coverage at the library during afternoon and evening hours. Their board recommended contracting a local security firm to provide a presence; this \$950 would fund through December 2013. If this service is successful and they wish to continue the service, they would be looking at roughly \$12,000 annually for basically late afternoon/evening hours. On motion by Ms. Glanowski and a second by Ms. Panty, Resolution 2013-39 was unanimously approved.

RESOLUTION 2013-39

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in the TWENTY-SECOND item, provides a process for requesting assistance in the event of “unforeseeable circumstances” that “result in a material impact on the ‘Public Library’s’ operating budget...” and

WHEREAS, the Lackawanna Public Library Board of Trustees has requested assistance to help offset cost impact of providing security coverage at the library during afternoon and evening hours, and

WHEREAS, the Lackawanna Public Library Director consulted B&ECPL staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of up to \$950, and

WHEREAS, without this assistance the Lackawanna Public Library Board has found that were they to have to offset this cost by reducing staff work hours that would result in inadequate staffing needed to operate the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, projected savings in the System other expense line will result in sufficient monies being available within the 2013 budget to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the budget to utilize projected savings in the System other expense line, SAP 530000, to transfer \$950 to the Contractual payments line, SAP 516010 in support of the Lackawanna Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library to implement the change.

Agenda Item E.2.c – Central Library 2nd Floor West Monitoring & Testing – 2013 Budget Transfer. This resolution would allow the Library to transfer funds to the grants budget to help cover the cost of asbestos monitoring and testing for this project. Erie County had originally hoped to help out by charging this to the Department of Public Works' budget, however, they do not have the funds to cover this. Following discussion on the next phase of this project, Resolution 2013-40 on motion by Ms. Panty with a second by Ms. Thomas, was approved unanimously.

RESOLUTION 2013-40

WHEREAS, the Central Library 2nd floor west asbestos abatement and reconstruction project is well under way, with main floor asbestos abatement and spray on re-fireproofing and fire rated column enclosures complete, and

WHEREAS, the next phase of the project involves completing the public space areas to include public meeting space, add badly needed public restroom capacity, add an exhibit space, and prepare the remaining space for future build-out and use by collaborations with mission related non-profits renting the space, and

WHEREAS, work on this project includes asbestos abatement work performed after the library closes for the day that must be monitored by an independent contractor including expedited testing each night that abatement is under way to ensure there are no problems prior to the library opening the following day estimated to cost up to \$75,000, and

WHEREAS, restructuring savings in the seasonal labor line are sufficient to cover the \$75,000 cost, now, therefore, be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves budget adjustments amongst the following accounts:

Account Description & Number	Amount
---	---------------

Library Operating Budget:

Seasonal - Wages	#500030	(\$75,000)
County Share - Grants	#559000	\$75,000

Grant Project Budget #420NYSCONSTCTR1215:

County Share Revenue	#479000	(\$75,000)
Professional Svcs (Const)	#516020	\$75,000

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for the period ending September 30, 2013 was included in the board packet. Overall, the Library operated within its budget.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Elaine Panty reported the Committee met prior to the Board meeting at 3:15 p.m. In attendance were Chair Elaine Panty, members Kathleen Berens Bucki, Jack Connors and Phyllis Horton as well as Director Jakubowski and Assistant Deputy Directors Joy Testa Cinquino and Dawn Peters. The following two proposed amended policies were discussed: *Exhibits and Displays* and the *Policy for the Loan and External Exhibition of Rare and Unique Materials*. The Policy Committee unanimously recommended these two amended policies be brought to the December 19th meeting of the B&ECPL Board of Trustees via resolution for approval. The Policy Committee meeting adjourned at 3:30 p.m.

Agenda Item E.4 – Development and Advocacy Committee. Committee Chair Wayne Wisbaum reported the Committee met on November 14, 2013. Discussed was the rejuvenation by the Library Foundation of Buffalo & Erie County of the Grosvenor Society (a group of high-end donors who are interested in supporting the Library's Rare Books and Special Collections). Also discussed was the open to the public, free, noonday "Live from the Library" concert and lecture series, including the many great musical acts already booked. Mr. Wisbaum was very excited about this series; an announcement would be made shortly after the first of the year with exact dates and details.

Mr. Connors applauded Mr. Wisbaum for taking on this concert/lecture series which will provide great exposure for the Library, as well as get people in the door that normally may not come to the Library. He thanked him for his leadership on this.

Agenda Item F – Report of the Director. Ms. Jakubowski was pleased to announce Mark Russell has been secured for a ticketed fundraising event on Sunday, May 4th, in the Central Library. More information will follow.

The Erie County Legislature Budget Hearing for the Library will take place November 22nd at 12:30 p.m. Ms. Jakubowski, along with Mr. Connors and Mr. Stone, will be presenting looking for support from the County Legislature for County Executive Poloncarz's recommended 2014 budget.

Earlier that day, by invitation Ms. Jakubowski participated in a media event at the Albright-Knox Art Gallery along with cultural organizations and business leaders all speaking to the County Executive's 2014 recommended budget; the Library presented the County Executive with a very large thank you card for his recommended 2014 budget which was signed by patrons of the Central Library.

Thursday, February 27th, is NYLA (New York Library Association) Legislative Education Day in Albany where the Library brings its message to state elected officials speaking to them about various topics including state funding. Trustees Panty and Thomas have attended in past years. Ms. Jakubowski encouraged trustees to attend.

Advocacy for the 2014 budget is taking place. Links are on the B&ECPL's website under *Advocacy Network* encouraging people to ask their County Legislator to support Erie County Executive Mark Poloncarz's proposed 2014 budget which includes \$415,867 in restored operating funds to the Library and \$340,000 in capital funds for a new bookmobile, other library delivery vehicles and a snow plow.

Ms. Jakubowski passed around a draft booklet of the 37 winning entries from the "What My Library Means to Me" contest.

The following was submitted by the Director and transmitted to Board members prior to the meeting:

B&ECPL Monthly Report October 2013

Budget - 2014 Buffalo & Erie County Public Library (B&ECPL) budget preparation has been completed, with the Library learning Erie County Executive Mark Poloncarz has recommended an increase of \$415,867 to libraries in his 2014 proposed budget through funds generated by growth in the equalized full value property tax base. This restored funding will be used to support library hours and services. In addition, the proposed budget includes \$340,000 of capital funds for the purchase of a bookmobile and shipping vehicles. We are grateful for Mr. Poloncarz's budget recommendations. This writer has sent letters to elected officials asking for support of the County Executive's budget. A letter writing campaign from patrons is being constructed.

The Library's budget hearing is scheduled for Friday, November 22nd at 12:30 p.m. in Legislative Chambers at Old County Hall, 92 Franklin Street, Buffalo. Trustees and staff are encouraged to attend. The public hearing for Erie County's budget is scheduled for Monday, November 25th at 5:00 p.m., also in Legislative Chambers.

Bullying Stops Here - B&ECPL's 2nd annual *Bullying Stops Here* campaign kicked off with a media event on October 2nd. Several public officials attended the event including: New York State Senator Mark Grisanti, Erie County Legislator Edward Rath, Erie County Clerk Chris Jacobs, Press Secretary to the Erie County Executive - Peter Anderson, Buffalo Deputy Mayor Dr. Ellen Grant, Buffalo Public Schools Administrator Dr. William Keresztes, Buffalo State College student Lyndsay Raymond and writer/performer Annette Daniels-Taylor. Representatives were also on hand from the

offices of New York State Senator Timothy Kennedy and United States Senator Kirsten Gillibrand.

Banners were placed at 37 Buffalo & Erie County Public Libraries during the month of October for patrons to sign showing their commitment against bullying. More than 60 banners were also distributed throughout the Buffalo Public Schools.

Diversity Job Fair – the Central Library hosted a Diversity Job Fair on October 30th. More than 20 WNY employers participated, accepting resumes, interviewing and offering career information in honor of National Disability Awareness Month. The event, coordinated through the Development & Communications Department, was sponsored by the Erie County Disabilities Office. More than 350 attended the event. Future events are being planned.

Monthly Programming Statistics – October 2013

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	255	1704	4968	33081
3.3 Children (age 6-12)	115	1235	3362	32470
4.4 Teens	24	506	199	5617
Intergenerational	85	719	3525	34940
5.3 Adults (excludes Technology)	253	2285	2570	21043
TOTAL In Library Programs	732	6449	14624	127151

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	44	455	112	1535
System or Library-owned Cyber Train	37	341	317	2818
TOTAL Adult Technology	81	796	429	4353

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	12	105	281	3427
Children (age 6-12)	2	63	73	9014
Teens	0	7	0	926
Intergenerational	5	42	612	6589
Adults (excludes Technology)	12	133	678	4928
TOTAL Outreach (out of Library)	31	350	1644	24884

Highlights:

- October - Information Services and Outreach Librarians **Rebecca Pieszala, Renée Masters, Rhonda Konig and Dan Caufield** conducted 7 "Haunted History" tours on October 10th, 12th, 17th, 19th, 24th, 26th, and 31st at the downtown Central Library. Patrons toured while listening to many stories and anecdotes about the Central Library's haunting. Following the tour, patrons viewed *The Haunted Library - Buffalo & Erie County Public Library*, an in-house production produced by **Jordan Smith** from B&ECPL's Computer Training Lab. This film can now be found on YouTube at: <http://www.youtube.com/watch?v=WTWlnfjbkWk>. The film features interviews with library staff and paranormal investigators from the local group PRONE. *The Haunted Library* traces the history of the Lafayette Square site and shines a light on some present day theories about what might be happening in the Library.
- Comics Fest 2013 - October 5th - Information Services and Outreach Librarians **Andrew Maines and Dan Caufield** along with Sr. Pages **Melissa Kania, Candy Leli and Mandy Leli** participated in the 2nd Comics Fest for 2013 at the Frank E. Merriweather, Jr. Branch Library. Promoting reading and art through comics and graphic novels, this event is always popular and it was a pleasure to share the day's activities at this new location.

UB Associate Professor John Jennings presented a lecture: "BLACK PANELS: African American Agency in the Comics Medium" followed by the documentary *White Scripts and Black Supermen* featuring Dr. Jennings and other notable comic experts. Local comic arts group Visions also attended the event providing an opportunity for patrons to talk with working comic artists about drawing and writing comics and watch several demonstrations. Attendees enjoyed the trivia table, which included a number of great prizes. A photo booth with costumes allowed patrons to explore their secret identities and photographers from *The*

Buffalo News and the *Criterion* were present and took several photos of children enjoying their free comics and trivia prizes.

- October 16th - At the invitation of Legislator Betty Jean Grant, Erie County Executive Mark Poloncarz held a Town Hall style meeting about his 2014 Erie County Budget Proposal in the Merriweather Branch auditorium. This well attended program was a part of Legislator Grant's *We Are Women Warriors* bi-monthly meetings.
- October 17th - "110 Years of Library Service" was celebrated at the Dudley Branch Library in honor of Dudley's 110 years of service to the South Park Avenue neighborhood! Mayor Byron Brown, Jim Kennedy from NY Senator Tim Kennedy's office, and Erie County Legislator Lynne Dixon were in attendance. Mayor Brown presented a proclamation to the library as well as a prepared speech delivered to local media presence; B&ECPL Director **Mary Jean Jakubowski** spoke, as did outgoing Dudley Branch Manager **Suzanne Colligan**.
- October 21st - Children's author Geoff Rodkey visited the downtown Central Library and spoke to 279 students (grades 3rd - 8th) from Enterprise Charter School and Bennett Park Montessori. Mr. Rodkey talked about his life, career, and what motivated him to be a writer. The students were very interested and had many questions. Heather Lyon, chief academic officer for Enterprise Charter, reported: "My teachers and students had a GREAT time! I heard tons of good feedback! Thank you so much for thinking of us and I look forward, as well, to future collaborations!"
- October 21st - Riverrun 2013 summer intern and UB English doctoral candidate Alison Fraser presented her findings on Ann Montgomery's *Little Harlem Hotel* and the associated photo collection to a full audience in the Ring of Knowledge at lunchtime. Alison's report will be kept on file in the Rare Book Room and used whenever this collection is discussed/presented.
- October 23rd - **Renée Masters** invited attendees at the Disability History Month Kickoff festivities held at the Central Library to visit the newly renovated and updated Assistive Technology Room (ATR). Artwork provided through Starlight Studio enhanced the experience. Starlight Studio artist Janet Harrison received a certificate of appreciation and had photographs taken of herself with her artwork that will be shared via B&ECPL social media outlets.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	152,754	193	3,688
3.1 Juvenile Fiction	362,696	3,000	35,033
4.1 Young Adult Fiction	69,864	896	7,822
5.1 Adult non-Fiction	1,375,131	1,691	22,072
6.1 Adult Fiction	558,801	3,255	41,844

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	62,029	477	3,511
4.2 Young Adult audiobooks only	2,481	5	38
6.2 Adult	379,596	4,859	43,058

Electronic Collections:

	Collection Size	Adds	Downloads	% change
previous month				
e-Books	19,655 *	317	27,353	+2.6%
Music (Freegal)	Unlimited SONY Library		4,579	-0.5%
e-Audiobooks	6,572	45	6,877	+4.6%
e-Videos	370+Moving Image Archive Library**		779	+601.8%

* e-Book collection size reflects expiration of 150 promotional MaxAccess titles

** Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

Highlights:

- Collection Development staff responded to 513 patron purchase suggestions and 94 staff suggestions in October.
- The Library's Subject Guides (<http://bit.ly/mInDZS>) received 1,204 unique visitors from 13 countries in October, the highest to date in 2013. The most popular destinations included the timely Health Insurance Marketplace and Affordable Care Act (Obamacare) pages, as well as the Genealogy Guide.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
to Date				
Facebook Fans/Likes	4,561	+ 53	1.2%	25.7%
Twitter Followers	4,739	+ 146	3.2%	45.0%
Flickr Views	107,131	+ 19,455	22.2%	113.6%
Pinterest Followers	722	+ 52	7.8%	120.8%

October Social Networking Highlights:

- Facebook Spotlights a Haunted Month: Spooky programs, tours, books, songs, and films, including the B&ECPL's own *The Haunted Library – the Movie* were featured on the Central Library's Facebook page throughout October.
- Twitter Growth Continues: The Central Library setting of a TEDxBuffalo 2013 remote viewing site produced a flurry of @buffalolib (http://bit.ly/10bPpyO) "mentions" and "retweets," contributing to a gain of 146 new Twitter Followers in October.
- Flickr Views Increase: The Buffalo Comics Fest at the Merriweather Branch was among the photographed events that accounted for a substantial increase in the number of "all time" views in October. The Library's photostream can be viewed here: <http://bit.ly/xDPsx4>.
- The Library's Pinterest site attracted 52 new followers in October. It now features 35 Boards, 2,578 Pins, and can be viewed at <http://pinterest.com/buffalolib/>.

Highlights:

- Mobile Website Debuts: IT Manager **Stephen Hovey** developed a mobile website for patrons who access the Library's website with smartphones, small tablets, and other mobile devices. Smaller device screens are auto-detected and redirected to a browser view (<http://m.buffalolib.org>) that features popular destinations including the calendar of events, a list of libraries open today, links to individual library pages, as well as the online Catalog and My Account. As a bonus feature, it also provides access to thousands of films and movies maintained by the Moving Image Archive.

- Public computers at the Clarence and Marilla Libraries were upgraded using New York State Bullet Aid funds.
- Wireless access points (WAPs) were upgraded at 10 B&ECPL libraries, providing more stable public wifi access.
- IT Department staff facilitated the installation of a brand new ScanPro microfilm reader at the Frank E. Merriweather, Jr. Branch Library. This computer-based model replaces dated equipment and provides state-of-art reading and printing capabilities for use with the microfilm and/or microfiche documents housed in the William A. Miles Center for African and African-American Studies.
- RFID (Radio Frequency Identification) Developments: At the end of October, 30 libraries were fully up and running using RFID technologies. Collection conversion is nearly complete at the Eden Library and continues at the Boston, Collins and Hamburg Libraries.
- New Public Training Video: Technology Trainer **Chelsey Lonberger** developed a new video, *Freegal Tutorial* (<http://bit.ly/19vnT7z>). Freegal is a free music and music video download service that is available through the Library.
- A new Wireless Access Point was installed at the Niagara and Riverside Branches in October. In addition, a new all-in-one printer was installed on Thursday, October 31st at Riverside. The new technology was purchased through Bullet Aid funds awarded by State Senator Mark Grisanti.
- On October 24th, Information Technology replaced 5 children's computers with new models at the North Park Branch.
- October - **Andrew Maines** helped Erie County Corrections staff with the installation of 8 new computers at the Erie County Correctional Facility and 5 new computers at the Erie County Holding Center. These new computers will host Westlaw databases, and their installation ushers in new way inmates and staff will access mandatory legal information. Electronic access will replace the more expensive and often outdated/damaged paper copies of reference materials.

4. Funding/Fundraising

Funding:

Information on the Library's 2014 budget request, including charts, graphs, schedules and narratives, is posted on the Library website's 2014 Budget Information page at:

<http://www.buffalolib.org/content/budget-information/2014-budget>.

Erie County's Proposed Budget Documents may found at:

<http://www2.erie.gov/exec/index.php?q=budget-office>.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual – includes all fundraising to date in 2013 including donations, <i>After Hours</i> fundraising event, endowments, <i>Bucks for Books</i> , memorial gifts	YTD	\$136,325.00
<i>Bucks for Books</i> Campaign	Solicitation began in October – YTD	\$25,463.00
Niagara Donation Box	October 29, 2013	\$81.00
North Park Book Sale	Ongoing	\$86.95
North Park Donation Box		\$15.00
Borrower Services		\$21.00
Merriweather Book Sale	October 8 – 13, 2013	\$550.11

Highlights:

- October 8th – The Book Nook, the Central Library's *new* ongoing book sale, opened in the magazine room outside of Fables Café.
- As of October 31st, the *Best Sellers Fundraising Party* has raised \$23,645 in ticket sales and sponsorships. If you have not purchased tickets, please do so by calling **Maureen Germaine** at 858-7197. We hope to have 100% Board participation. The *Best Sellers Fundraising Party* is Friday, November 22nd from 7:30 – 11:30 p.m. at the Hotel @ the Lafayette.
- Grants totaling \$20,000 were submitted to Arts Services Initiative (\$5000 – Live from the Library Concert series), Frank L. Ciminelli Family Foundation (\$5000 – Workforce Development), Kelly for Kids Foundation (\$5000 – Summer Reading), and the Build-A-Bear Foundation (\$5000 – Summer Reading). In addition, a small grant for participation in the Holiday Canalside programming has been submitted. All grants are pending.

5. Facilities

- Taking inspiration from the echo Art Fair, in early October, Central Library staff created outdoor book sculpture homage to the book. The sculpture is placed to the left of the Library's Washington Street entrance. It can also be seen from the Children's Area, looking out onto the gardens. The sculpture was a collaborative staff effort with the Maintenance Department, Graphics Department and the Grosvenor Room designing and installing this fine piece of book art [re]using superseded or duplicative discarded materials.
- On October 17th, a patron's car struck the East Clinton Branch building, damaging brickwork and a window on the driveway side of the building. Estimates have been received and repairs will soon be under way.
- Work on the Central Library 2nd floor west project is expected to resume in November. Pursuant to the recommendation of the Erie County Department of Public Works in cooperation with the Library, the Erie County Legislature awarded contracts for the next phase of work on October 10, 2013.

This phase will include construction of an exhibit space at the east end of the area along with a flexible public meeting space to supplement the existing Central meeting room. The project will also include additional asbestos abatement to allow construction of public restrooms adjacent to the meeting space.

Work is expected to be completed by mid-2014.

6. Staff Development

Staff development remains a critical component of the B&ECPL. Providing opportunity for staff to participate and subsequently bring back new and exciting ideas, concepts, services, etc. is important in keeping up with the ever changing needs of Erie County residents.

A plethora of programs attended by staff this month include the following:

- **Renée Masters** completed *The Canny Consumer: Resources for Consumer Health Decision-Making*. This month-long online class, presented by National Network of Libraries of Medicine - Middle Atlantic Region, focused on the resources health consumers or those assisting consumers can use to navigate the health care system, find quality health information and make informed health care decisions. October 8th - **Dan Caufield** attended a webinar by Gale entitled *Common Core Standards and Your NOVELNY/Gale Resources*. October 10th - **Dan Caufield** attended an ALA webinar entitled *Money Smart Week @ your library*

which discussed how libraries can take part in Money Smart Week, April 5-12, 2014 and teach financial literacy. October 11th - **Rebecca Pieszala** viewed the 1 hour Gale *Opposing Viewpoints* webinar. Technical Services Librarians **Jennifer Childs**, **Kelly Donovan**, and **Maureen McLaughlin** joined COO **Carol Batt** and other Admin. Team members to attend the keynote panel and other sessions of the online conference *The Digital Shift: Reinventing Libraries*. The October 16th event was sponsored by Library Journal/School Library Journal. Librarian **Dale Schmid** attended *Cataloging with RDA*, a series of online classes conducted each afternoon from October 22-25. The program was sponsored by the NY 3Rs Association. **Jennifer Childs** attended *Library Collections on Exhibit*, a workshop sponsored by the Western New York Library Resources Council (WNYLRC) on Thursday, October 24th. Also on October 24th, Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** participated in a webinar about *BiblioBoard*, a digital collection presentation platform hosted by and available through Ebsco. Grosvenor Room Librarian **Sue Cutrona** attended *Exhibit Techniques & Best Practices*, a workshop at WNYLRC. Assistant Deputy Director **Doreen Woods** attended the Department of Information and Library Science (DLIS) Faculty Retreat for library stakeholders on October 25th. New DLIS Chair, Dr. Heidi Julien, lead the retreat in a discussion of ongoing topics leading to the creation of a new DLIS Strategic Plan. Members of the Development & Communications Department and the Grosvenor Room attended the webinar *Creating Online Exhibits: New Ways to Reach Out and Publicize Services* on October 28th. It was presented by LYRASIS. On October 30th, Technology Support Librarian **Angela Pierpaoli** and other members of the Subject Guides Committee viewed *Creating Subject Guides for the 21st-Century Library*, an ALA TechSource workshop.

In addition to attending various programs, B&ECPL staff also conducted programs:

- October 14 - Principal Security Officer **Michael Miechowski** and Senior Building Guard **Joseph Bush** conducted the *New York State 8 Hour Annual In-Service Training Course for Security Guards* for 32 Central Library and Buffalo Branch building guards on October 14th. Deputy Director **Ken Stone**, Assistant Deputy Director **Doreen Woods**, as well as Buffalo Branch Cluster Managers **Nancy Mueller** and **Linda Rizzo** also attended the training.
- October 28th - **Andrew Maines** hosted a session concerning the Westlaw database that has been installed at the Holding Center and the Correctional Facility. Library Associate **Wendy Prabucki** and Information Services and Outreach Librarians **Brian Glanowski** and **Patricia Pohl** also attended.

- On October 31st and November 5th, Assistant Deputy Director - Human Resources, **Jeannine Doyle** presented training in Providing Customer Service to Diverse Patrons to all full-time and part-time staff of the Amherst Libraries.

Training Statistics:**SEPTEMBER 2013:**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	125	1030	0	18

OCTOBER 2013:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	73	1103	5	23

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
TV Coverage	Throwback Thursday, Central Library Photos	November 7, Winging It TV show, WB 23.
Media Release & Media Event	Celebrating Dudley Library's 110 Years of Service on South Park Ave.	October 17, covered in advance by the Buffalo News and South Buffalo News, night of by YNN News and WGRZ, Channel 2 News and Metro News
Media Release	Little Harlem Hotel History Presentation Using Library Archives	Sent October 16 Covered in advance by the Buffalo News
Media Release	Non-Profit Grant Resources @ Your Library Seminar	Sent October 18 Covered in advance by the Buffalo News
Media Release & Media Event	2 nd Annual Anti-bullying Kickoff @ Downtown Library	October 3, covered by The Buffalo News, Channel 2, Channel 4, Channel 7 News, YNN News
Niagara Press Release	Day of the Dead Display	October 31

A.B.L.E.Y. Advisor	East Clinton programs	October 18 & 25
East Clinton Shopper	East Clinton programs	October 25
Buffalo News Gusto	<i>Comics Fest</i> at Merriweather	October 3-10
www.metrowny.com	"110 Years of Service Celebration" at Dudley	October 26

8. Partnerships

Highlights:

- Maria Cala of the Hispanic Heritage Council created a *Day of the Dead* altar exhibit in the Niagara Branch Teen Zone accompanied by interpretive documentation. *Day of the Dead* is one of Mexico's biggest celebrations. It extended from November 1st - 2nd, two days spent celebrating the life and death of loved ones. This exhibit replicated an altar decorated with *ofrendas* such as family pictures, personal items and remembrances, as well as symbolic items such as candles and food.

9. Governance

At the October 10th Planning Committee meeting, a tentative "next step" schedule regarding draft legislation was discussed. Draft legislation will be reviewed at the ACT meeting November 9th. It will be reviewed with System Trustees at the November 21st meeting of the Board of Trustees.

As of November 9th, 19/22 contract libraries have positively responded and returned signed MOU's. Of the remaining 3 libraries, 2 libraries continue to work with Attorney Ellen Bach on Exhibit clarifications and have indicated their interest in being included in the draft legislation and one library has indicated they do not wish to participate in the District Initiative. Chair Connors has sent this library a letter requesting a meeting to discuss their intent on providing library services in their chartered area.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
October 2013

DATE	MEETING / EVENT
October 1, 2013	Conference Call - Dr. Heidi Julien - Chair LIS
October 1, 2013	Training - eBook Readers
October 1, 2013	Meeting - Jeannine Doyle, Doreen Woods
October 1, 2013	Meeting - Dawn Peters
October 2, 2013	Media Event - Bullying Stops Here
October 2, 2013	Meeting - Nelson Starr, Jr. Admin. Consultant to the County Executive
October 2, 2013	Meeting - WNYLRC 47th Annual Meeting
October 3, 2013	Meeting - Administrative Team
October 3, 2013	Meeting - Follow up echo Art Fair
October 3, 2013	Meeting - Open Buffalo - Partnership for the Public Good
October 3, 2013	Meeting - Jeannine Doyle
October 9, 2013	Meeting - Managers/Directors
October 10, 2013	Meeting - B&ECPL Board of Trustees - Executive Committee
October 10, 2013	Meeting - B&ECPL Board of Trustees - Planning Committee
October 11, 2013	Conference Call - Ellen Bach, Esq. - Whiteman, Osterman & Hanna
October 15, 2013	Meeting - Jeannine Doyle, Doreen Woods
October 15, 2013	Conference Call - PULISDO
October 15, 2013	Conference Call - PULISDO/DLD
October 16, 2013	Meeting - Anne Conable
October 16, 2013	Seminar - The Digital Shift Reinventing Libraries
October 16, 2013	Meeting - Nelson Starr
October 16, 2013	Meeting - Frank E. Merriweather, Jr. Branch Town Hall Meeting - Leg. Betty Jean Grant, C.E. Mark Poloncarz
October 17, 2013	Meeting - Administrative Team
October 17, 2013	Conference Call - Don Levy
October 17, 2013	Meeting - B&ECPL Board of Trustees
October 17, 2013	Dudley Library 110 Year Celebration
October 18, 2013	Meeting - Howard Hoag, Prentice Office Environments
October 21, 2013	Meeting - Erie County Fiscal Stability Authority Finance Committee Meeting
October 21, 2013	Meeting - Jeannine Doyle, Ken Stone
October 21, 2013	Meeting - Steve Hossenlopp, Mentholatum
October 22, 2013	Meeting - Anne Conable
October 22, 2013	Meeting - Jeannine Doyle, Doreen Woods

Minutes of the Board of Trustees

Page 20

October 22, 2013	Meeting - Patrick Martin, Esq.
October 23, 2013	Meeting - Carol Batt
October 23, 2013	Welcome Disability History & Empowerment Day
October 23, 2013	Meeting - WNYLRC Committee
October 24, 2013	Mass for Trustee Emeritus Dan Roach
October 24, 2013	Meeting - Carol Batt
October 25, 2013	Meeting - Prentice Office Environments, Chip Campbell
October 25, 2013	Meeting - Carol Batt
October 28, 2013	Meeting - Carol Batt, Ken Stone
October 29, 2013	Meeting - Carol Batt, Dawn Peters, Meg Cheman, Amy Pickard
October 29, 2013	Meeting - Jeannine Doyle, Doreen Woods
October 29, 2013	Meeting - Joy Testa Cinquino, Libby Post - Consultant Communication Services
October 29, 2013	Meeting - Paul Notaro - ACT President, Suzanne Jacobs
October 30, 2013	Meeting - Joint Advocacy Group
October 30, 2013	Welcome Diversity Job Fair
October 30, 2013	Conference Call - Don Levy
October 30, 2013	Literacy New York - Cocktails in Character
October 31, 2013	Meeting - Administrative Team
October 31, 2013	Meeting - Erie County Fiscal Stability Authority

Other:

Contracting Member Library Activity Reports

Angola Public Library - submitted by Mary Truby, Director

Highlights of events at the Angola Library for the month of October:

- The continued good weather made it possible for the special education class from the William T. Hoag Educational Center to come to the library several times this month for a story and craft time fun.
- Our preschool story time program with "Miss Paula" has resumed and will continue into December.
- Plans are under way for artwork of students from Lake Shore Central High School to be displayed throughout the library for an extended period of time.
- The "Big Red Dog" program on October 21st was well attended. The children and their parents were treated to stories and activities related to *Clifford the Big Red Dog*.
- One of the most anticipated events in October was the Halloween "Spook-tacular" with "Miss Laurie" on October 25th. Children, ages 3-8, were invited to come in costume for stories, games and tasty Halloween snacks.
- Our annual "Harvest Dinner Fundraiser" is being held on November 2nd at the Evans Center Fire Hall. The Board of Trustees, employees and friends are hard

at work making sure that the fun-filled event is a success. The evening will include a turkey dinner, music and a basket and afghan raffle.

- The library was the site of the monthly meetings of the Liberwyrms Book Club and the Evans Garden Club. Tutors continue to use the library on a daily basis as a well located site to meet with students.

Clarence Public Library - submitted by Monica Mooney, Director

Highlights of events and activities at the Clarence Public Library:

- On October 12th, Erie County Legislator Edward Rath sponsored a Hot Dog Roast Fundraiser at the Clarence Public Library. Legislator Rath will be at the Clarence Library on November 15th to present Director **Monica Mooney** with a check from the fundraiser. All proceeds will go to benefit the Clarence Public Library.
- The Clarence Library used NYS Bullet Aid grant funding allocated by Senator Michael H. Ranzenhofer to purchase 19 new public access computers as well as a new server and a new wireless access point. The public access computers consist of the following:
 - 15 public-use adult PCs (HP Compaq Pro 4300 All-in-One Desktop)
 - 4 juvenile public-use PCs (Optiplex 3010 Small form factor)
- The new computers replace dated "end-of-life technology" and will provide a great benefit to our patrons with fast, state-of-the-art computing and strong wireless access.
- A public acknowledgement to Senator Ranzenhofer and ribbon cutting event for the new computers are currently being planned and will be held in December.
- Upcoming Programs:
 - Local presenter Bob Poczik presents a review of *The Summer of 1787: The Men Who Invented the Constitution*. Based on the book by author David O. Stewart, Mr. Poczik's presentation will bring to life this story of struggle and compromise, passions, conflicts, and the balance of principle against self-interest - Tuesday, November 19th, 7 p.m.
 - The 10 Best Buildings in Buffalo. Chuck LaChiusa, an expert in identifying Buffalo's architectural treasures, will conduct a presentation featuring photographs and information from his web site— *Buffalo Architecture and History* - Tuesday, December 17th, 7 p.m.
 - *Make Your Own Graham Cracker House for the Holidays* presented by Explore & More Children's Museum of East Aurora - two sessions: Saturday, December 7th at 2 p.m. & 3 p.m. Explore & More provides the graham crackers to build the house, the candies to decorate it and the royal frosting to hold it all together!

- An expanded parking lot for the Clarence Public Library was constructed in late October and early November. The Clarence Library was awarded funds through the Public Library Construction Grant program to help with the cost of the project. The new parking lot will help to alleviate the parking issues that often occurred during busy times at the library.

Agenda Item G – Public Comment. There was no public comment.

Agenda Item H – Unfinished Business.

Agenda Item H.1 – Executive Session – Legal Review of Draft Special Library District Legislation. Chair Connors entertained a motion to enter into Executive Session at 4:26 p.m. to consult with Attorney Ellen Bach of Whiteman, Osterman & Hanna LLP regarding legal review of the draft special library district legislation. This was moved by Ms. Panty, seconded by Ms. Thomas and approved unanimously. Mr. Connors asked Director Jakubowski, Consultant Libby Post of Communication Services and Attorney Ellen Bach to remain for Executive Session; all other members of the audience and staff were dismissed from the room. Following discussion, the Board unanimously agreed to delete proposed *Resolution 2013-41 – Authorization to Disseminate Draft Special Library District Legislation* from the agenda. Trustee Thomas exited Executive Session at 4:58 p.m. and Trustee Wisbaum at 5:13 p.m. At 6:06 p.m., on motion by Ms. Panty, seconded by Mr. Johnson, the Board reconvened in public session for the purpose of adjournment.

Agenda Item I – New Business. None.

Agenda Item J – Adjournment in Memory of Daniel T. Roach. Chair Connors entertained a motion to observe a moment of silence and adjourn the meeting in memory of former Trustee Emeritus Daniel T. Roach who passed away October 21st. There being no further business, the meeting adjourned at approximately 6:08 p.m. on motion by Ms. Panty and seconded by Ms. Horton.

Respectfully submitted,

Elaine M. Panty
Secretary



B&ECPL Monthly Report

November 2013

2014 Budget - On December 3rd, the Erie County Legislature adopted a 2014 County budget with amendments. As none of the amendments changed the County Executive's recommended allocation to the Buffalo & Erie County Public Library (B&ECPL), the County allocation to the Library is finalized.

In addition to funding the Library's current service levels, that adopted budget includes \$415,867 for service restorations as recommended by the County Executive, for a total County funding increase of 1.88%. As this increase solely reflects growth in the tax base, the County property tax rate for Library purposes (average full market value property tax rate) would remain unchanged at \$0.47 per \$1,000.

While not part of the Library's operating budget, \$340,000 in Erie County Capital funds are designated for the Library: \$250,000 to purchase, equip and stock a library outreach bookmobile; and \$90,000 to replace aging shipping and library maintenance vehicles.

AmazonSmile - Just in time for Black Friday, 20,000+ e-mails were sent asking library supporters to join "AmazonSmile" <http://smile.amazon.com> and select B&ECPL as their charity of choice, if they plan to make online (holiday) purchases from Amazon. The Library will receive a small percentage of the purchase proceeds.

Best Sellers Fundraiser - Over 300 attended the Best Sellers Fundraiser, Friday, November 22nd at the Lafayette Hotel. The event, organized by the Nickel City Professionals (formerly known as the Young Professionals) worked tirelessly to make the evening a success. The group, led by Chair Chrisi Pearl, successfully created a fun and enjoyable evening for all. Gross proceeds have surpassed \$43,000, with net proceeds expected to be finalized in the near future. Net proceeds will be divided equally among B&ECPL's 37 libraries and used for children's programming and material. We are thankful to Ms. Pearl and Nickel City Professionals for their ongoing support of the Library.

Monthly Programming Statistics – November 2013

1. Public Services**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	185	1889	3694	36775
3.3 Children (age 6-12)	91	1326	2029	34499
4.4 Teens	29	535	207	5824
Intergenerational	62	781	1738	36678
5.3 Adults (excludes Technology)	208	2493	1909	22952
TOTAL In Library Programs	575	7024	9577	136728

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	56	511	123	1658
System or Library-owned Cyber Train	29	370	198	3016
TOTAL Adult Technology	85	881	321	4674

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	3	108	25	3452
Children (age 6-12)	0	63	0	9014
Teens	0	7	0	926
Intergenerational	1	43	50	6639
Adults (excludes Technology)	3	136	125	5053
TOTAL Outreach (out of Library)	7	357	200	25084

Highlights:

- The Technology Training Team taught 30 public classes for 192 attendees at 15 library locations in November. Individual "Book a Technology Trainer" appointments resulted in a total of 26 sessions at the Central Library and 2 additional locations.
- November 4th - Information Services and Outreach Librarian **Renée Masters** hosted a *MedlinePlus and More (Affordable Care Act Resources)* workshop for 21 participants presented by Lily Collins from the National Network of Libraries of Medicine/Mid Atlantic Region.

- November 13th - two actors from the production of *War Horse* visited and spoke to 159 students (grades 4th – 6th) and teachers from Bennett Park Montessori. The actors spoke about their experiences and what drew them to acting.
- November 16th - Grosvenor Room Librarian **Rhonda Konig** coordinated a joint programming event with the Western New York Genealogical Society. Dr. Blaine Bettinger "The Genetic Genealogist" presented "Using Genealogy to Explore Your Ancestry." Approximately 100 people attended the event which took place in the Mason O. Damon Auditorium at the Central Library.
- November 17th - *[Book] Art Inspired by Science [Books]* closed on November 17th and by count and comment measures, the *[Book] Art Inspired by Science [Books]* exhibit was a success. Approximately 1,393 visited the exhibit.
- *The Wonderful Wizardry of Baum* opened November 21st and is already generating a lot of buzz. Supplementary displays will be mounted and programming is planned for adults and children system-wide. The exhibit continues through spring 2014.
- Jericho Road Ministries presented literacy training for refugees on Tuesdays (November 12, 19 & 26) and Thursdays (November 7, 14 & 21) at the Riverside Branch.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	151,332	156	3,824
3.1 Juvenile Fiction	362,293	2,701	37,734
4.1 Young Adult Fiction	69,896	723	8,545
5.1 Adult non-Fiction	1,372,022	2,002	24,074
6.1 Adult Fiction	557,609	3,283	45,127

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	62,029	418	3,929
4.2 Young Adult audiobooks only	2,497	19	57
6.2 Adult	382,083	4,359	47,417

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	* 19,655	201	26,113	-4.5%
Music (Freegal)	Unlimited SONY Library		4,662	+1.8%
e-Audiobooks	6,674	102	6,565	-4.5%
e-Videos	370+ Moving Image Archive Library**	0	152	-10.1%

*e-Book "collection size include 150 free promotional MaxAccess titles for 1 year

** Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

Highlights:

- e-Content Enhancement: The Catalog has been enhanced to offer direct access to a selective collection of more than 450 Project Gutenberg eBook titles (<http://bit.ly/1dQycHZ>). The titles are available for download in several formats and can be read on a variety of devices. Project Gutenberg is the oldest producer of free and public domain eBooks, including classics such as Jane Austen's *Pride and Prejudice*. This collection joins thousands of films and movies maintained by the Moving Image Archive (<http://m.buffalolib.org>) that can be accessed by users of the Library's mobile website.
- Collection Development staff responded to 389 patron purchase suggestions and 77 staff suggestions in November.
- On November 20th, Librarians **Maureen McLaughlin** and **Pat Covley** and IT Administrator **Stephen Hovey** attended a demonstration of Zinio Downloadable Magazines by Roger Seifert of Recorded Books.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	4,632	+ 71	1.6%	27.7%
Twitter Followers	4,846	+ 107	2.3%	48.3%
Flickr Views	111,991	+ 4,860	4.5%	123.3%
Pinterest Followers	749	+ 27	3.7%	129.1%

Highlights:

- The Central Library Information Technology Team continues to roll out replacement staff and public PCs purchased with Gates Grant Funding, NYS Bullet Aid and Board-approved Committed Fund Balance – for equipment and technology replacement.
- RFID (Radio Frequency Identification) Developments - At the end of November, 30 libraries were fully up and running using RFID technologies, and 31 were live with Circulation functions.
- New Public Training Video - In November, Technology Trainer **Andy Aquino** developed the new video, *Your Account Feature in the New Catalog* (<http://bit.ly/1b3svVa>). The tutorial demonstrates how to access and use the "Your Account" feature to renew titles, pay fines, and more.
- Mark Twain in Buffalo - Training Lab Librarian **Jordan Smith** produced a new video highlighting Mark Twain's time in Buffalo and the Mark Twain Room here at downtown Central Library. This YouTube video can be found at <http://bit.ly/1cMBqY>.
- New Intranet Launched - The talents of IT Administrator **Stephen Hovey** and Webmaster **Terri Dickson** paired well with a dedicated group of librarians and resulted in a complete new build using the open source Drupal platform. The site was rolled out for staff review and beta testing in November with a go-live date scheduled for early December.
- A new, all-in-one printer funded by NYS Senator Mark Grisanti's Bullet Aid was installed at both the Niagara Branch and North Park Branch Libraries. In addition, the Bullet Aid was used to purchase a WAP device for patron Wi-Fi users in November at the North Park Branch and a new RFID antenna at the Niagara Branch.

4. Funding/Fundraising

Funding:

A resolution to adopt the 2014 Budget, including 2014 *Budget in Brief* Charts and the 2014 *Budget Operating and Grants by Line Item* documents, will be submitted for Library Board consideration at the Board's December 19th meeting.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual: All campaigns including donations, memorial gifts, Best Sellers - Year-to-date	1/1/13 – 11/30/13	\$171,301
Donation Box – East Clinton	11/22/13	\$18.00
Book Sale – East Clinton	11/22/13	\$120.00
Crane Book Sale	Ongoing	\$413.35
Crane Donation Box		\$24.02
North Park Book Sale	Ongoing	\$69.27
North Park Donation Box		\$15.00

Highlights:

- Thank you to all who supported the Best Sellers event, notably System Trustees Jack Connors and Ted Johnson for sponsorships and System Trustees who purchased tickets - Kathleen Berens Bucki, Phyllis Horton, Sharon Kelly, Elaine Panty, Dr. Rhonda Ricks, Sharon Thomas and Wayne Wisbaum. Thank you, too, to the Librarians Association, members of the Association of Contracting Library Trustees (ACT), staff and trustees who purchased tickets, made donations and attended the event.
- In November, the following grants were submitted:
 - Kenneth L. & Katherine Koessler Family Foundation, \$5,000 for Summer Reading 2014.
 - Alfiero Family Foundation, \$5,000 for Summer Reading 2014
 - Junior League of Buffalo, Show House proceeds, \$300,000 for Rare Books & Special Collections
 - Dia Family Book Club Mini Grant, \$2,000, Niagara Branch Library
- The Library will participate in the Canalside Tree Lighting on Friday, December 20th and will receive grant funding of \$617.

5. Facilities

Work on the next phase of the second floor west project, (near the Literacy New York Buffalo-Niagara, Inc. and Young Audiences of WNY offices) at the Central Library began on Tuesday, December 3rd. The first part of this phase involves minor asbestos abatement work and will take place after 6 p.m. each day for about 2 weeks. Work will then shift to construction in the space which will add a new dividable public meeting room (a little smaller than the Central Meeting Room so the columns do not get in the

way); exhibit space; and new public restrooms that will more than double the public restroom capacity currently available on the 1st and 2nd floors.

6. Staff Development

OCTOBER 2013 - REVISED:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	81	1111	7	25

NOVEMBER 2013:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	72	1183	10	35

Highlights:

- Wellness Activity Success: Sixty-five (65) employees participated in B&ECPL's online "Walk Across America" contest that ended November 20th. Competing teams used pedometers to count their daily steps and record them online to walk "virtually" from Buffalo, NY to the Hollywood sign in Los Angeles, CA. The activity encouraged employees to include walking for health in their regular routines. Staff comments were overwhelmingly positive.
- On November 5th, West Cluster Manager **Linda Rizzo** attended "More Fun, More Learning: Libraries and Museums Working Together for Young Learners" at the Strong Museum in Rochester, New York. November 14th - Librarians **Dan Caufield**, **Meg Cheman** and **Claudia Yates** attended *Tablets and Mobile Applications* a webinar presented by American Libraries. November 15th - **Rhonda Konig** attended the "Using DNA to Explore Your Ancestry" program sponsored by the Western New York Genealogical Society. Also on November 15th - Assistant Deputy Director **Dawn Peters** presented a workshop on *Common Core and the Library: How the Public Library Can Help* at the 6th Annual Patricia Cotsen Arts Abilities Conference. Librarian **Brian Hoth** attended. On November 20th - **Christopher Wielgus** completed an *Effective Supervisory Skill Building* training course that was offered by Erie County. November 26th - **Renée Masters** and Dudley Branch Manager **Joshua Mitch** participated in the WebJunction webinar, *Health Happens in Libraries: Supporting Patron Information Needs* concerning Affordable Care Act enrollment.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
This Week at Central	Schedule of Weekly Programs at Downtown Central Library	11/4, 11/12, 11/18 and 11/30 Various events and activities were promoted by the Buffalo News, Channel 2, Channel 4, Channel 7, YNN and Metro New
Cameras Invited	Salute to WNY Veterans Ceremony, Friday @ Noon, Central Library	11/7 Promotion of event in Buffalo News Covered by WIVB TV Channel 4
A.B.L.E.Y Advisor	ECL programs	11/23
East Clinton Shopper	ECL Programs	11/1, 11/22, 11/29
Riverside Review	Coming Events	11/27
Media Release	Downtown Library AIDS Quilt Display, Ceremony and Programs	11/29 Buffalo News, 12/2 article and photo, also covered in Business First, Channel 2 and Buffalo Rising
Cameras Invited	Best Sellers Fundraising Party	11/22 Event was promoted in Business First and in the Buffalo News
Health-related Listings	Depression and gluten-free eating	Published in the Buffalo News Saturday – Refresh section - 11/30

Highlights:

- The Library's Information Services Department is now researching health-related book titles in our catalog for use by the Buffalo News's *Refresh* section.

8. Partnerships

Highlights:

- November 22nd - **Renée Masters** met with Simone Hicks, Health Insurance Navigator from Neighborhood Legal Services, to discuss ways for B&ECPL to partner with them to provide community outreach, information and workspace

in support of the Health Insurance Marketplace provision of the Affordable Care Act.

- November 20th - the Frank E. Merriweather, Jr. Library hosted a County/Buffalo Safe Neighborhoods Committee meeting. The meeting was sponsored by the County Legislature and commissioned by Chairwoman Betty Jean Grant.
- November 25th – the Frank E. Merriweather, Jr. Library hosted “Conversation with Buffalo School Superintendent Brown.” This event was sponsored by *We Are Women Warriors*.
- November 26th - West Cluster Manager **Linda Rizzo**, Niagara Branch Manager **Kathryn Galvin**, and Library Associate **Tami Linkowski** attended the Open House “ESL Thanksgiving” at International Preparatory School #198 (formerly Grover Cleveland High School).
- In conjunction with the Day of the Dead exhibit installed in October at the Niagara Branch, Board members of the Hispanic Heritage Council conducted information sessions for children and the community about this family observance that began in Mexico but is now beginning to spread throughout the world.

9. Governance

An Advocacy link was placed on the Library’s website and circulated through mass e-mails and facebook pages encouraging supporters to send an e-mail to their Erie County Legislator asking them to approve Erie County Executive Mark Poloncarz’s 2014 budget proposal. Nearly 500 took action and sent e-mails.

The Library continues to move forward with the Library District Initiative. 21/22 contracting libraries are now included in draft legislation. The 22nd library has requested a meeting to discuss pursuit of participation in the District. Draft legislation has been reviewed by System Trustees. This writer distributed the draft legislation, at the Board’s request, to County Executive Mark Poloncarz. Arrangements are being made for a meeting with the County Executive and his staff, Board Chair Jack Connors, Vice Chair Ted Johnson, Attorney Ellen Bach and this writer.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
November 2013

DATE	MEETING / EVENT
November 1, 2013	Meeting - Libby Post, Communication Services
November 1, 2013	Meeting - Labor-Management Healthcare Fund Summit
November 1, 2013	Meeting - Libby Post Focus Group
November 4, 2013	Meeting - Roseanne Butler-Smith, Amherst Public Library Director
November 4, 2013	Conference Call - Jeremy Johannesen, NYLA Exec. Director
November 4, 2013	Meeting - Pre-Construction 2nd Floor West
November 5, 2013	Meeting - Judy Hilburger, Clarence Public Library Trustee
November 6, 2013	Meeting - Jack Connors and Ted Johnson, B&ECPL Board of Trustees
November 6, 2013	Meeting - Nelson Starr, Jr. Admin. Consultant to the County Executive
November 7, 2013	Meeting - Legislator Betty Jean Grant
November 8, 2013	Conference Call - UB - Empire Shared Collections
November 8, 2013	Meeting - Libby Post, Joy Testa Cinquino
November 9, 2013	Meeting - ACT Trustee
November 13, 2013	Meeting - Managers/Directors
November 14, 2103	Meeting - B&ECPL Board of Trustees - Executive Committee
November 14, 2103	Meeting - B&ECPL Board of Trustees - Development & Advocacy Committee
November 15, 2103	Meeting - Scott Sackett, Literacy New York Buffalo-Niagara, Inc. Board Chair
November 15, 2103	Meeting - Nelson Starr, Erie County
November 18, 2013	Meeting - Library Patron
November 18, 2013	Meeting - Milestones of Science
November 19, 2013	Meeting - Patrick Martin, Esq., re: "At Buffalo"
November 19, 2013	Meeting - Jeannine Doyle, Doreen Woods
November 19, 2013	Meeting - Western New York Library Resources Council Board of Trustees
November 21, 2013	Meeting - Joint Advocacy
November 21, 2013	Media Event - Albright-Knox Art Gallery - re: C.E. 2014 Recommended Budget
November 21, 2013	Meeting - B&ECPL Board of Trustees - Policy Committee
November 21, 2013	Meeting - B&ECPL Board of Trustees
November 22, 2013	Meeting - Erie County Legislature - Budget Hearing for Library
November 26, 2013	Meeting - Carol Batt
November 26, 2013	Meeting - Administrative Team

November 27, 2013

Meeting - International Institute, Anne Conable, re: Immigrant Assimilation @ Libraries

Other:

Contracting Member Library Activity Reports

Eden Library – submitted by Joyce Maguda, Director

Highlights of events and activities at the Eden Library:

- New computers – 6 adult and 2 children's replacement computers were purchased, along with headphones and an all-in-one printer. A NYS Bullet Aid grant from State Senator Patrick Gallivan funded 60% of the project, with the Friends of Eden Library Inc. covering the rest.
- RFID – Collection tagging is complete as we await self-checkout equipment. Funds from County Legislator John Mills were used to purchase shelf inserts for the DVD and CD collections.
- Yarn Club members continue their charitable work - currently for Home Space and local nursing home residents. Thus far, 2,865 items have been donated! They also sell items at the library to benefit programming.
- After another successful photo contest, the 2014 Friends of Eden Library calendars are now on sale (\$12).
- Author Talks - Local authors Darcy Thiel, Lorna Czarnota, Ted Malinowski and Jeff Schober shared their newest titles this year.
- Looking Ahead – Graham Cracker Houses with Explore & More and Holidays on the Farm with Tom Walsh (Dec.)/ Free Tax Prep by Daemen College VITA Tax students (Mar.)/ Used Book Sale and World Book Night (Apr.)/ monthly computer classes.

Grand Island Memorial Library – submitted by Lynn Alan Konovitz, Director

Highlights of events and activities at the Grand Island Memorial Library:

As we finish the year, we are both thankful and grateful for the following:

- Our new location sign, more visible and modern, that was funded by the Friends of the Grand Island Memorial Library.
- The Friends of the Grand Island Memorial Library who continue to hold very successful book sales raising additional funds to supplement library services and programs.

- The Town of Grand Island Board for continuing to maintain the library by re-painting the entire interior, repointing brickwork and making other necessary repairs to make our 25-year-old building appear new.
- Children's Librarian **Anne Slater**'s wonderful programs such as December 14th's Graham Cracker House presented by Explore & More.
- Adult Computer Classes presented by the B&ECPL staff that are so well received, second sessions are often needed.
- Our first ever adult book club formed by Board President Pat Rizzuto and other former Grand Island teachers, so successful more tables and seating had to be added.
- New York State Bullet Aid funding provided by Senator Mark Grisanti allowed the library to upgrade its internet, wireless access, and printing.

Respectfully submitted,

A handwritten signature in cursive script, reading "Mary Jean Jakubowski".

Mary Jean Jakubowski
Director